

# LETTERS OF ADVICE

They should offer sympathy and encouragement, as well as specific advice with reasons.

## Format

- **Greeting**
  - *Dear \_\_\_\_\_,*
  - *Hi \_\_\_\_\_,*
- **Opening Remarks**
  - *Thanks for your letter and... (OPTIONAL)*
    - *...I'm sorry to hear about your friend / that your friend had...*
    - *...of course I'm only too glad to help.*
    - *... don't worry too much about your friend.*
- **Giving Advice**
  - *First of all, ...*
    - *You should... / You shouldn't...*
    - *If I were you...*
    - *I think the best thing would be...*
    - *It would be a good idea if...*
    - *It might be a good idea if...*
    - *Have you thought about + -ing?*
  - *Another good idea is...*
  - *Finally,...*
- **Result**
  - *Then...*
  - *That way...*
  - *If you do this ... + consequence (future)*
  - *If you did that... + consequence (conditional)*
- **Closing Remarks**
  - *I hope my advice helps.*
  - *I hope that everything turns out all right.*
  - *Let me know what happens.*
- **Goodbye**
  - *Good luck! + signature*
  - *Best wishes + signature*

# Samples

- **SUCCESSFUL WRITING:** page 25
- **SPEAK OUT (Student's Book):** page 73
- **SPEAK OUT (Workbook):** page 40

## Practice

CAROL HAS WRITTEN TO HER FRIEND LISA. THIS IS PART OF THE LETTER

*Our new flat is great, not big, but enough for the  
three of us. Now, I'm thinking of buying a pet. Any  
idea what I should choose?*

\_\_\_\_\_ Carol,

Hi! How are you? I think it is a really good idea to get a pet. Here's what I  
\_\_\_\_\_.

You \_\_\_\_\_ probably get a small pet, because you live in a flat and you  
don't have a lot of space. \_\_\_\_\_ getting a cat? They're  
great pets to have in flats, as they don't need to go out for walks. It  
\_\_\_\_\_ also be a good idea to get a cat from a rescue centre, what do you  
think? \_\_\_\_\_ you can help an animal and get a cheap pet at  
the same time.

Well, I must go now. I \_\_\_\_\_ I have helped. \_\_\_\_\_  
\_\_\_\_\_ what you decide.  
\_\_\_\_\_,

Lisa

**Dear** Carol,

Hi! How are you? I think it is a really good idea to get a pet. Here's what I **suggest**.

You **should** probably get a small pet, because you live in a flat and you don't have a lot of space. **How about / What about** getting a cat? They're great pets to have in flats, as they don't need to go out for walks. It **would/could/might** also be a good idea to get a cat from a rescue centre, what do you think? **That way** you can help an animal and get a cheap pet at the same time.

Well, I must go now. I **hope** I have helped. **Let me know** what you decide.

**Good luck,**

Lisa